

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
OFFICE OF FIRE AND AVIATION
3833 S. Development Avenue
Boise, Idaho 83705

October 19, 2001

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EMS Transmission 10/19/01
Information Bulletin No. OF&A 2002-005

To: State Directors
State Fire Management Officers

From: Director, Office of Fire and Aviation

Subject: Wildland Firefighter Apprenticeship
Program, Fiscal Year 2002

DD: 10/26/01
DD: 11/16/01

Our participation in the Wildland Firefighter Apprenticeship Program continues to provide an exceptional avenue of workforce development for the wildland firefighter. Each year the National Office of Fire and Aviation provides funding for each state to participate. The apprenticeship program has proven to be a successful workforce tool for the fire manager and employee by presenting a comprehensive training and development program for career positions within the Bureau's Fire Program.

The Recruitment Notice for the apprenticeship program opened on August 6, 2001. An Early Consideration Date was established on August 31, 2001, followed by the actual closing date of September 28, 2001. The applications received for these two dates have been forwarded to your State Fire Management Officer. The Closing Date was extended to October 12, 2001, and those remaining applications will be forwarded to your State Fire Management Officer by October 19, 2001.

To date we have received over 100 applications. Please review the applications and take action as soon as possible to make offers on the positions you wish to fill in your program. Please obtain a current mailing address when you make a selection, as people may have changed addresses since their application was submitted. A roster accompanies each of the application packets distributed to the states. This roster does identify every qualified applicant along with every state they applied to.

Our agency has been allocated a total of 60 student slots to be distributed throughout three basic academies. Each state will be allocated 6 slots which includes those individuals that are currently in Student Career Education Program (SCEP) positions in the Fire Program (other than apprenticeship) and scheduled to participate in the new academies. If you already have an individual in place participating in a Student Training Education Program (STEP) position and are planning to convert them to apprenticeship status, this person will count toward your state's total allocation of 6 apprentices.

The final date for all selections will be November 16, 2001. Please forward your selections as soon as they are made to Lois Cunha, California State Office, Branch of Fire and Aviation Management. If you choose not to participate or not to use all six slots set aside for your state, please advise Lois no later than October 26, 2001. There is a priority waiting list established with requests by states for additional slots.

The Advanced Academy 13 graduation will be on February 8, 2002; followed by Advanced Academy 16 graduation on March 8, 2001, in Sacramento, California. Details will be provided at the National Fire and Aviation Conference in December, 2001.

Attached is a copy of the application for seasoned employees who wish to participate as Crew Supervisors and Assistant Crew Supervisors, Instructor Cadre, and Administrative Support. These positions require commitment for a minimum of two weeks as an Assistant Crew Supervisor and four weeks as Crew Supervisors and Administrative support. The home unit pays for the salary of an employee who participates as support for the academy, however the National Office covers travel as well as room and board. Also attached are the dates of the academies.

The apprenticeship program has benefitted immensely from the support and involvement of State Directors, Field Office Managers, State Fire Management Officers and Field Office Fire Management staff of the Bureau. We continue to strive to achieve a well-trained, skilled, quality workforce for the Bureau's Fire Program, and continued support and involvement will be needed to achieve these goals.

If you require further information regarding the application or selection process for the Wildland Fire Apprenticeship Program, please contact Lois Cunha, California State Office, Branch of Fire and Aviation at 916-978-4432.

Signed by:
Timothy M. Murphy
Acting Director, Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst., Office Services

Attachments:
Academy Dates
WLFF Cadre Support (4 pp.)

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Academy Dates 2002

Advanced Academy 13	January 13 - February 8
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Advanced Academy 16	February 10 - March 8
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(All Academy 14 apprentices will report for Advanced Academy 16)

Basic Academy 18	March 10 - April 5
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Basic Academy 19	March 17 - April 12
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Basic Academy 20	April 7 - May 3
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WILDLAND FIREFIGHTER APPRENTICESHIP CADRE SUPPORT

The Wildland Firefighter Apprenticeship Program is recruiting to fill Academy Crew Boss, Assistant Crew Boss and Staff Assistant positions for 2002. Meals and lodging will be provided in lieu of per diem. Crew Bosses will need to commit to one-month details, while assistant crew bosses are needed for two weeks and staff assistants are needed for two/four weeks at a time.

We are looking for quality individuals who care about training and the future of our firefighting agencies. We only want those willing to meet the following criteria:

1. We seek people committed to wildland firefighting. Our new career employees deserve the best instructors, crew bosses and staff we can provide. We want people who believe in the mission of their respective agencies, people with a passion for knowledge who desire to positively influence these young and eager firefighters.
2. We need qualified and experienced leaders to become crew bosses and assistant crew bosses. These positions require people who can evaluate, motivate and lead people. Prospective candidates must be able to engage in conflict resolution. Occasionally we have students with performance, behavior or attitude problems. Crew bosses must be able to demand performance and proper behavior and document all encounters to send back to the home unit.
3. All crew bosses, assistant crew bosses and staff **must** be physically fit. They will be required to lead their respective crews by example during daily physical training. We expect the students to arrive fit, and overhead will be held to the same high standards.
4. For instructors, we want those with some experience or training in instruction, and a passion for teaching. We hope to cultivate and tutor new instructors to build up our pool of qualified instructors. This setting will provide an invaluable opportunity for young or new instructors to hone their skills. All crew bosses and assistants will be expected to teach some classes.

The Academies offer a wonderful opportunity to develop desirable skills such as leadership, good teaching skills and personnel management. It is also a chance to positively influence the direction and attitude of our future fire managers and fire leaders. We have had incredible success the past few years in attracting top-notch people to assist us in training Academy students. We desire to allow as many people as possible to share in this wonderfully challenging and positive experience. We need a large applicant pool to train the hundreds of new career employees we anticipate will go through our Academies. We want only the best staff to facilitate this goal.

Positions to be filled:

Crew Boss - Four weeks each Academy
Asst. Crew Boss - Two weeks each Basic Academy
Staff Assistants – Two/four weeks each Academy

Crew Bosses/Assistant Crew Bosses will be required to teach or help teach the following:

- Basic Aviation Safety
- Map and Compass Use
- Communications and Radio Use
- Handtool Use
- Fire Shelters
- Belt Weather Kits
- S-131 Advanced Firefighter
- I-200 Introduction to the Incident Command System
- Fatality Fire Case Studies

Those that have participated in past academies are encouraged to apply. The names of only those individuals who wish to instruct will be forwarded to the appropriate course coordinator for consideration.

Be aware that students are scheduled on some days to participate in training for 10 hours. Crew supervisors may work 10-12 hour days. They must also be available for counseling or mentoring at all hours.

If you are interested in filling one of the above positions, please complete the attached form and fax to Lois Cunha at 916-978-4438 by October 26, 2001. Please check with your Supervisor prior to applying to ensure there is no conflict with your personal training or work schedule for spring of 2002. If you have any questions feel free to call Lois, 916-978-4432

Crew Boss/Assistant Crew Boss/Staff Assistant Academy Recruitment - 2002

Reply Due October 26, 2001

Name: _____ Position: _____
Work Phone: _____ Field Office: _____
Home Phone: _____ District: _____
Computer Address: _____ GS-____ - ____/____ Exempt/Non-Exempt (circle one)
Work Address: _____ Home Address: _____

2002 Academy Availability (Check all Academies you are interested in.)

AA#13 _____ AA#15 _____ AA#16 _____
(1/13 to 2/8) (1/21 to 2/15) (2/10 to 3/8)

BA#17 _____ BA#18 _____ BA#19 _____ BA#20 _____ BA#21 _____
(2/17 to 3/15) (3/10 to 4/5) (3/17 to 4/12) (4/7 to 5/3) (4/14 to 5/10)

Position(s) for which you are applying:

Crew Boss: _____ Asst. Crew Boss: _____ Staff Assistant _____
(Four Weeks) (Two Weeks)(Basic Only) (Two/four Weeks)

List dates of availability -

Completed Instructor Training: Yes ____ No ____ Level 1A _____(date) Level 1B _____(date)

Other Instructor certificates, experience or training:

Current red card qualifications:

Do you have purchase authority? (Govt. Visa/Checks) Y ____ N ____

Additional Comments:

Please return to: **Lois Cunha via fax at 916-978-4438**

Applicant Signature _____

Supervisor Signature _____

District Fire Management Officer _____

